



949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
Email: www.santafecountynm.gov

Job Title: Detention Officer

Department/Division:	Corrections/ Adult Detention Facility
Salary:	Starting rate of pay \$15.5500/hr Range: 12
Position Status:	Full-Time/ Classified
FLSA Status:	Partial 7k Exempt
Closing Date:	January 31, 2017
Job #:	01-2017-006

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under general supervision, responsible for the supervision of the SF Adult Detention Center, as well as, accountability for the safety and well-being of the inmates, and the safety of employees and citizens of the SF Adult Detention Center.

Essential Job Functions:

- Receives, searches, fingerprints, issues facility uniforms; classifies housing of arriving inmates. According to policy, confirms clears and sends locates on warrants. Prepares and escorts inmates for transport to various locations including medical appointments and court, monitors inmate in court and may take into custody court committed defendants.
- Prepares food trays for service and feeds inmates. Ensures sanitary standards are maintained and ensures janitorial related functions are performed throughout the facility.
- Monitors inmates well-being; summons medical aid; and communicates with medical staff. Assists the medical staff with dispensing of medication according to the medical instructions.
- Patrols and maintains security of designated areas of the facility and controls traffic to and from specific areas. Responsible for incidents reports; conducts periodic cell searches to ensure adherence to jail rules and regulations and confiscates contraband; picks up mail and inspects prior to distributing to

inmates; Writes reports documenting incidents and places items into evidence. Monitors inmates both directly in person and by use of an indirect video monitoring system.

- Accesses information from a computer system and pulls records for court and assesses records. Maintains and updates jail counter, answers questions both in person and over the phone. Documents citizen complaints using applicable departmental procedures. Performs specific duties if assigned to the following areas: property, transportation, recreation, escort, roving, visiting room, booking, main control, housing, segregation and intake.

Knowledge / Skills :

- Write legible reports in English using correct grammar.
- Add, subtract, multiply, divide and calculate percentages.
- Ability to effectively interact with others; express thoughts logically; communicate verbally; react quickly and appropriately to emergency situations.
- Must be computer literate.

Minimum Qualifications

- High school diploma or equivalent.
- Must successfully complete the Detention Officer Academy, sponsored by the Santa Fe County Adult Detention Facility within six months of hire.
- Must pass background check (driver's license, criminal history, and wanted persons).
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.

Working Conditions:

Adult detention center setting. Work is performed in both an office setting and outdoors, in varied weather conditions. Work schedule shall include shift, evening, weekend, holiday and on-call hours. Frequent standing, walking, sitting, bending, lifting (25 lbs max.), drag up to 175 lbs; must be able to deal effectively and therapeutically with dysfunctional behavior; Must be able to move or re-position up to 10 pounds of materials or objects, occasionally will lift up to 300 lbs by use of buddy lifting or device to move detainees, and assist the disabled with showering or other personal needs. Participants may be argumentative and confrontational at times, requiring quick reflexive responses. May require arduous physical exertion under vigorous and unusual conditions. Manual and finger dexterity required. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and/or animal bites, germs, bacteria, viruses, environmental allergens, gases and fumes. Incumbent will be subject to random pat down searches and random drug testing. May be subject to life threatening situations. Essential employees shall be required to work assigned shifts regardless of adverse weather conditions or holidays.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Drivers License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Submit Applications to:
Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.
Proof of education, certificates and/or endorsements must be attached to each application.**